

Staffing Guide

Position Description:			Training Specialist		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> Hours of Operation _____ Occupancy Rate _____ Seasonal/Peak Workload _____ 	<ul style="list-style-type: none"> Staff Supervised _____ Facility Layout _____ Facility Size _____X_____ 	<ul style="list-style-type: none"> Facility Age _____ _____ _____ 		
Workload/Staffing Comments: Has overall responsibility for coordinating and administering training. Assists department managers in maintaining individual development plans and schedules training. Assist with design and delivery of internal training. Facilitates accomplishment of personnel actions for all departments. May be scheduled for Manager on Duty shifts.					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	Not Authorized	Not Authorized	* 1 (NF-3)	1 (NF-3)	1 (NF-3)
Alternate Staffing Standard (If Required)	None	None	None	None	None
Explanation of Alternative Staffing Standard:					
Staffing Standard Footnotes					
* In a large hotel this position is regular part time/flex or combined with other duties to create a full time position.					